

# Acton Parish Council

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## TRAINING POLICY

*Reviewed: Annually*

*Review Date: July 2025*

Acton Parish Council is a statutory body working within the local government context and is subject to legal procedures, rules and regulations.

The Parish Council recognises the value of appropriately trained members of staff and is committed to ensuring each member is provided with the opportunity to access training to meet their specific needs.

The Parish Council also recognises the value of appropriately trained staff and is committed to ensuring each staff member is provided with the opportunity to access training to meet their specific needs.

To achieve these goals will require the following actions:

1. All new members are encouraged to attend induction training within the first twelve months of office.
2. All administration staff are required to achieve the level of qualification appropriate to their position and as required in their employment contract. The Clerk will be expected to possess or work towards achieving the CiLCA qualification or similar sector-appropriate qualification.
3. Each Parish Council member will be asked to identify their training needs annually and notify the Clerk.
4. An annual budget will be allocated with sufficient funds to provide training support for members and staff; attendance on training courses will require prior approval from the Parish Council.
5. The Parish Council will pay annual subscriptions to the National Association of Local Councils, the Suffolk Association of Local Councils, and the Society of Local Council Clerks to enable members of staff to take advantage of the advice, training and support offered.
6. The Parish Council will monitor the effectiveness of training on a biennial bases and revise this policy accordingly.